

~~CONFIDENTIAL~~

Attachment to Weekly Report of 20 February 1957

A plan to utilize the "Flex-Site", prong type visible record binders has been presented to the Chief, Forms Management Branch. This plan involves the use and maintenance of Form No. 2, "Form Record and Control" and the related services provided by the Branch to all Agency components. This plan will save approximately \$1100. in actual equipment cost, Maintenance cost will be reduced to a minimum without hinderance of efficiency in the operation.

Advantages of The "Flex-Site" system

Cost of the "Flex-Site" (3 binders) including dividers, cards, etc., approximately \$200. as compared to \$1644. which is the value of the equipment now in use (4 Kardex safes.)

Overnight storage space for the "Flex-Site" (3 binders) would require 1 drawer of a legal size safe as compared to the present 4 Kardex safes (4 times that of the 3 binders.)

The Initial purchase of 3 binders would accomodate the system volume wise for the next 3 years based upon the present rate of expansion. Each binder will hold 1,200 cards. The entire system now consists of approximately 1,800 current cards dating from 1947 to present.

Purchase of additional equipment would amount to approximately \$50. for 1 "Flex-Site" binder as compared to \$411. for a Kardex Safe.

The visible portion of a card in the "Flex-Site" binder is a full $\frac{3}{8}$ inch as compared to $\frac{1}{4}$ or $\frac{3}{16}$ in the Kardex thus speeding reference and posting to the "Flex-Site" because of the greater spread of the cards.

Inserting new cards in their proper alphabetical or numerical sequence in the "Flex-Site" is accomplished by an automatic shift which instantly provides the spaces. In the Kardex insertion of new holders may be required, cards may have to be shifted from one holder to another, or whole trays may have to be shifted resulting in a complete re-adjustment of the whole system.'

With the "Flex-Site" in instances where whole pages or divisions are filled, 100% expansion is provided by the insertion of a division sheet. Shifting of cards or trays or initially setting aside a certain number of empty spaces is required in the Kardex system.

Access to the "Flex-Site" is no more limited than it is to Kardex system and a claim of 40 more postings per hour over the Kardex system is made by the Rochester Electric Light and Gas Company.

The "Flex-Site" System is being used by the Strategic Air Command for their base postal and base locator system. The system is used in our Budget Office and is being installed in the Acquisition Branch of the OCR Library. The Acquisition Branch makes approximately 70,000 postings per month. The Forms Management Branch makes approximately 1000 (references) per month which also includes ^{above} actual postings to the cards.

Disadvantages of The "Flex-Site" system

Initial Cost of Equipment - Approximately \$200.

Cost of retyping and converting present cards to the system, approximately \$300.

NOTE: The Cost of converting cards (\$300) takes into account the re-typing, (GS-4 fr. Personnel Pool) purchase of table to display binders, etc.